


OCA FILE

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OCA 87-0002
5 January 1988

NOTE FOR: All OCA Employees
FROM: Dave Gries 
SUBJECT: Goals for 1988

As you know, we are required to submit to the Director by 10 January a one- or two-page presentation of goals and strategies for 1988. To this end, many of you have sent me your thoughts and ideas. Most of these are incorporated in the preliminary draft attached to this note.

Please give the preliminary draft your immediate attention. Your handwritten additions and deletions are welcome. I believe the goals are close to what we want to present to the Director, but the strategies need more work. For example, the strategies listed under the first two goals duplicate each other somewhat. Moreover, the strategies listed under security and CODEL are a little weak.

Attachment

D/OCA/DDG:  (5 Jan 88)

STAT

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OFFICE OF CONGRESSIONAL AFFAIRS

Goals and Strategies for 1988

Implement the new Guidelines for Contacts with Congress

- produce in booklet form for wider distribution
- make required reading for briefers and witnesses
- use as teaching material in Agency courses

Promote the 4 C's (candor, corrections, completeness, consistency)

- incorporate into presentations given to Agency audiences
- use during prebriefings of Agency briefers and witnesses
- introduce as a subject in training course for new SIS officers

Reduce staff briefings

- limit briefings of staff of nonoversight committees
- reduce number of briefings of personal staff

Encourage improved security in Congress

- support the Senate's new Office of Security
- apply penalty system for incorrect handling of CIA material

Increase CODEL and STAFFDEL coverage

- escort or meet in key stations as many CODELs as possible
- accompany STAFFDELS as needed